

Sitka Adventist School Handbook

2026-2027 School Year



Sitka Adventist School

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2026-2027 School Year

Adopted by Golden Heart Christian School

Revised by Sitka Adventist School

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FACULTY & STAFF

Monica Diaz, Principal/Teacher

907-747-8855

Linda Fredrickson, School Board Chairman

907-738-8444

PHILOSOPHY

At Sitka Adventist School we respect the individual needs and interests of our students and believe complete educational development includes spiritual, intellectual, emotional, social, and physical aspects. We provide our students with engaging and varied learning activities, a safe and supportive family atmosphere, daily physical activity, Bible study and prayer, and consistent involvement in our community.

MISSION STATEMENT

To provide a learning environment that guides our students to both realize their capabilities by becoming self-motivated, life-long learners and to foster a growing relationship with Jesus.

ACCREDITATION

Sitka Adventist School is accredited by the:

- National Council for Private Schools Accreditation
- Adventist Accrediting Association

SCHOOL BOARD

The School Board is elected by the school constituency. It has been given the responsibility for the operation of the school within the guidelines and policies adopted by the North American Division of Seventh-day Adventists, the North Pacific Union Conference, and the Alaska Conference of Seventh-day Adventist's Board of Education. Any action taken or policy adopted by the SAS School Board after this handbook is published shall have the same effect as anything printed in this document.

SCHOOL OBJECTIVES

- To encourage an understanding of the plan of salvation and other themes of the Bible.
- To foster an awareness of the reality of God and His personal interest in their everyday life.
- To instill in the student the ideals of integrity, honesty, purity, dependability, neatness, and punctuality.
- To teach the student to be responsible for their own behavior.
- To foster the ideals of self-respect and concern for others, recognizing the value of every individual.
- To nurture basic skills: the ability to speak clearly, read efficiently, and write effectively, as well as intellectual curiosity, habits of accuracy, and self-discipline.
- To encourage creativity and independent thinking.
- To instruct the basic principles of good health, and to encourage the development of good habits in the areas of diet, rest, and exercise.
- To promote interest in serving their church, community, and country.

ADMISSIONS

Non-Discrimination

Students are admitted to Sitka Adventist School without regard to race, color, gender, or national origin. All students are granted equal access to all rights, privileges, programs, and activities offered by the school. Any child who desires a character-building education and can commit to upholding the standards and complying with the regulations of the Sitka Adventist School may apply, regardless of religious affiliation.

Individualized Learning Needs

The school is limited by staffing in its ability to help students with severe emotional, behavioral, or learning needs. Children requiring such special care will be accepted for enrollment only after consultation with a qualified specialist to determine whether or not the school can meet the child's needs. If a student has an IEP, it must be disclosed in the registration paperwork.

Probationary admission may be deemed necessary in certain circumstances to ensure the child's needs can be met at the school.

Admission Pledge

Prior to admission, all students and their parent(s) must sign the handbook's Student Conduct Agreement and Parent Conduct Agreement in the Registration Form packet. It is understood that every student admitted to the school agrees to follow the rules and policies of the school with a positive and cooperative demeanor and to respectfully uphold the Biblical principles upon which the school is founded. See the Student Conduct Agreement.

Entrance Age

Students are accepted in accordance with the school age entrance requirements of the State of Alaska: 1st grade – age 6 by September 1 of the current school year.

Grade Placement

The school reserves the right to place the student in the grade at which they can achieve their best work, according to placement tests and recommendations of the teachers. Multi-grade classrooms allow teachers to place students at their optimum performance level.

Immunizations

As required by state law, no student will be allowed to enter school without first showing proof of having current immunizations against diphtheria, pertussis, polio, tetanus, measles, rubella, Hepatitis A, Hepatitis B, and varicella or medically verified chickenpox. It is the responsibility of the parent/guardian to make sure immunizations are kept current and to provide the school with proof.

ATTENDANCE

State Law and Attendance

SAS is bound by state law to maintain records of student attendance and punctuality. Attendance is recorded in the register which is a legal document. Absences are considered legally excused for student illness or a death in the immediate family only. The teacher takes attendance at 8:00 am sharp. If a student accrues 3 tardies, they will be equivalent to 1 absence. Parents/guardians are requested to call the school before 9:00 am for sickness or emergency absences. Otherwise, to ensure that the students are accounted for, school personnel will make a reasonable effort to contact the parent of any student absent without prior arrangements. If it is known in advance that a student must be absent, please make arrangements with the teacher in advance, as classwork will need to be made up. A total of 17 absences (excused and unexcused combined) will be allowed per school year. If a student exceeds 17 absences, the parent(s) must write a letter to the school board to reapply. The school board will review the letter request and determine whether or not to reaccept the student. An additional registration fee may be required to process this request.

School Performance Attendance

SAS believes that it is important that our students are involved in church ministry and service. When SAS has performances, all students are required to participate.

Leaving School

Students may not leave campus during the school day without written permission from their parent(s) in the form of a note, email, or text. Students will not be permitted to leave the school premises with anyone who has not been authorized by their parent(s) on the Pickup Consent Form or for whom written consent has not been given. If the student will be walking or biking home independently, please specify this on the Pickup Consent Form.

FINANCIAL INFORMATION

Financial Operation

Sitka Adventist School is operated on a tuition basis with additional subsidies from Sitka Seventh-day Adventist Church and the Alaska Conference of Seventh-day Adventists. These subsidies are derived from gifts and offerings from church members. Our school is dependent upon its patrons and churches for its financial operation.

Registration Fee

Each student is charged a registration fee of \$200.00 due upon acceptance and registration. This fee is nonrefundable and covers workbooks and/or printing, student accident insurance, achievement testing, most field trips, and student processing.

Tuition

Per student: \$4,500.00 (\$450 per 10 months)

Tuition Payment Plan

Any teaching institution that is to remain financially solvent must operate on a sound accounting basis. Therefore, the following policy will apply:

- Each family enrolling a student(s) must fill out the Financial Worksheet. - Tuition is billed on the 1st of each month beginning with August and due on the 15th of each month or next business day, August through May.
- If payment is 30 days late, a 10% late fee and warning letter will be issued. - If payment has not been received within 15 days of the warning letter, the school board committee will meet with the family to determine a course of action.

Past Debts

All past due accounts must be paid in full for a student to register. A proposal for payment may be submitted to the SAS school board to be considered for approval.

Grade Reports and Record Transfers

If a student account is not current, end of the year grade report cards will not be released until payment is made or until the school board has given clearance due to proper financial arrangements. Likewise, requests for school records to be sent to another school will be held until payment is made or clearance is given by the school board.

STUDENT CONDUCT

Student Conduct Agreement

My signature on the application to attend Sitka Adventist School indicates that during school hours and all school sponsored activities and programs:

- **I will show respect and reverence for God and spiritual things.**
- **I will follow school policies and procedures.**
- **I will be responsible for my actions:**
 - By practicing truthfulness, trustworthiness, no put downs, active listening, and to do my personal best.
 - By using appropriate language – *words that uplift and encourage*
 - By displaying a positive demeanor.
 - By showing Christian courtesy and respect for all staff, students, and visitors.
 - By respecting other people's property including desks, shelves, lunches, clothes, etc.
 - By respecting other people by keeping my hands to myself and not commenting on the bodies or appearance of others.
- **I will respect the learning environment:**
 - By maintaining respect for school property.
 - By being prepared for class with necessary materials ready.
 - By leaving at home items that distract from the learning process, such as toys and electronic devices.
- **I will support a safe environment:**
 - By always keeping my words and actions non-violent.
 - By completing my schoolwork on non-violent topics.
 - By understanding that possession of any kind of weapon may result in immediate dismissal.
- **I will dress for success:**
 - By dressing neatly as if school is my job.
 - By dressing safely in wearing closed toe shoes, no jewelry, and weather appropriate clothing. By dressing appropriately in covering the majority of my body at all times, especially my undergarments.
 - By looking natural in hair color, makeup, and accessories.
 - By dressing positively in all clothing messages.
 - By wearing jeans/slacks with the school shirt for field trips.

*Teacher discretion will be used, please ask questions for clarification if needed.

Actions/Items Prohibited

Some items may be confiscated, some behavior may result in suspension and/or expulsion, and illegal actions will be reported to the local law authorities, as they apply to the following:

- Cigarettes/tobacco products, alcohol, drugs
- Weapons, knives, firearms, fireworks, or explosives
- Games and cards that do not portray Christian values
- Sexually inappropriate comments, jokes, putdowns, or pornographic content
- Profane, vulgar, demeaning, and insulting language
- Physical or verbal abuse of teachers and/or other students

DISCIPLINE & GRIEVANCE

A basic component of the philosophy of Sitka Adventist School is that discipline is “disciple-ing” or “training” rather than punishment. Parents should consider the school’s disciplinary policy as an extension of their own efforts to train their children to be self-disciplined and well-balanced individuals. The greater self-discipline a student practices, the less external discipline will be required by the school. Discipline and guidance will be consistent and will be based on an understanding of individual needs and development. Our goal is to use positive guidance and reinforcement to enable each child to develop a high self-esteem in the knowledge that they are loved by others and by God. If there is a continual behavior problem the school will notify a parent, and a conference may be needed to discuss possible reasons and solutions.

Classroom Discipline

Teachers are expected to deal with routine classroom discipline problems. Disciplinary measures that seem reasonable to the teachers will be administered to students who break classroom/school rules or interfere with the learning privileges of other students. An attempt will be made to match the discipline with the misbehavior. The following are examples of appropriate disciplinary actions:

- Counseling with students
- Taking away privileges
- Time-out
- Separation from other students
- Special writing assignments
- Special job assignments

Suspension/Expulsion

Serious infractions normally require immediate suspension from school by the teacher. The student will remain suspended until the School Board meets to consider their case. If the Board finds that the student willfully and persistently refuses to cooperate, that the student’s conduct is detrimental to other students, or feels the student is not receiving benefit from the school, the student will no longer be allowed to attend Sitka Adventist School. A student can only be expelled by School Board action.

Steps for Conflict Resolution

Step 1 *Parent to Teacher:* If a parent would like to speak to the teacher concerning an at-school situation or practice, they must request to meet with the teacher in private and outside of school hours. The teacher will contact and brief the School Board Chairman if a situation remains unresolved with a parent, sharing documentation at this time.

Step 2 *Parent to School Board Chairman:* If a conflict has not been resolved to the parent's satisfaction, they may contact the School Board Chairman using the contact information found at the beginning of this handbook.

Step 3 *School Board Meeting:* If the School Board Chairman and the teacher decide that further discussion is needed on the issue, a School Board meeting will be called. The situation will be discussed and parents will be notified of the decision.

Step 4 *Alaska Conference of SDA:* If a decision is unable to be reached by the School Board, the issue will be taken to the Alaska Conference of Seventh-day Adventists Superintendent for review.

TECHNOLOGY USE

Sitka Adventist School offers Internet and technology access for students in grades 1 – 8. In order for a student to use the Internet, computers, or other modes of technology at SAS, the legal parent/guardian and student must sign the **Technology Use Agreement** (included in the Registration Packet) and return to the teacher no later than the first day of school. Access is a privilege, not a right, and requires responsible behavior.

Unfortunately, the Internet contains items that are illegal, defamatory, inaccurate or offensive. However, managed appropriately, we believe that the benefits exceed the disadvantages. Since the Internet is provided for research, access is given to students who agree to act in a considerate and responsible manner. Students will be responsible and courteous in all written material, keep their passwords to themselves, respect the confidentiality of folders, work and files of others, and learn about and observe copyright laws.

School staff will guide students within the framework of school standards. If a student chooses to access inappropriate material, the school will not be liable and the student will forfeit Internet and technology privileges. School staff may review files, written material, and browser history at any time to maintain system integrity and ensure that users are responsible. Any activity not complying with these rules may result in loss of access as well as other disciplinary or legal action.

PHOTO & INFORMATION

Throughout the school year, Sitka Adventist School publishes brochures, newsletters, website content, and social media posts on SAS social media pages, highlighting student activities and accomplishments and providing information about the programs and features of SAS. Photos and information used in these materials are typically submitted by school staff or parents. To protect student privacy and honor each family's preferences, SAS obtains parent/legal guardian permission before publishing a student's photo or any identifying information. Parents/legal guardians must complete and sign the Photo/Video Use Policy form (included in the Registration Packet) and indicate their preferences regarding the use of their child's photo, video, and/or identifying information.

Private information, such as home addresses and phone numbers, is used only for internal school purposes and is not published or released by SAS to outside agencies or media outlets. SAS controls the content distributed through its own publications, website, and social media accounts; however, the school cannot control content produced or published independently by outside media sources.

HEALTH & SAFETY

Illness/Contagious Diseases

A general rule of thumb for all illnesses: If you don't think your child is well enough to play during recess/gym class, they should stay home for the day.

No child with an infectious or contagious disease deemed by the school to be a health threat to students and school personnel, shall be allowed to remain in school. The child will not be permitted to return to school until they have a letter of medical clearance from a medical professional or until the teacher is satisfied that such a threat no longer exists. *(NPUC code 3120:19) Students must be fever/diarrhea free for a minimum of 24 hours before returning to school.*

Medication

All medication, prescriptions or over-the-counter, shall be kept in a locked cabinet by school personnel. Students are not allowed to have prescription medication on their person, in their backpack, or at their desk. School personnel are not permitted to give a student any medication without a completed Request for Administration of Medication form (included in the Registration Packet) on file at the school.

Student Supervision

Adequate supervision will be provided in the classroom, on the playground, during recess, before and after school, and during activities sponsored by the school.

Student Injury

When a student has an injury, it will first be determined whether or not it appears to be serious. If it is suspected that a student has sustained a serious injury of any type, the student will not be moved. An ambulance will be called immediately. The parent(s) of the injured student will be notified immediately when any serious injury is suspected. If the parent(s) cannot be reached, the emergency contact specified on student records will be called. After attention has been given to the student, an accident report will be completed.

In case of a minor injury that may involve cuts or abrasions, first aid will be administered. The first aid administered may include washing the wound with soap and water and covering with a bandage. The use of disinfectants and ointments or medications is prohibited except when specific requests in writing are made by parent(s). SAS maintains first-aid equipment sufficient to care for minor injuries.

Student Insurance

Each student is covered by an accident policy, which partially covers medical bills as a result of an accident at school or in route to and from school. Claims are to be made through the teacher immediately after the accident. Charges not covered by student accident insurance are to be

assumed by the parental guardian. Our insurance does not cover injuries caused by tackle football or injuries caused by riding all-terrain vehicles or motorcycles. Eyeglasses are not covered by school insurance; replacement or repair of eyeglasses is the responsibility of the parent(s).

Emergency Response Procedure

SAS has Emergency Response Procedures posted in each classroom. Teachers and students are expected to be familiar with the process should an emergency occur.

The teacher will keep parents informed of the situation to the best of their ability and make arrangements for students to return to their legal parent/guardian or designated location as quickly as possible, should the need arise.

In case of a major emergency and if it is necessary for the students to remain at school longer than the regular school day, the school is equipped with emergency supplies such as water, flashlights, and battery operated radio.

GENERAL INFORMATION

School Hours

School begins daily at 8:00 AM and closes at 3:00 PM Monday through Thursday; Friday closing time is 12:00 PM. Doors will be opened to students fifteen minutes prior to the start of school and will close fifteen minutes after the end of school. During school hours, the doors will remain locked.

Inclement Weather

Please check the local news media on days the weather is questionable. If the Sitka School District cancels school for weather, SAS will also be closed. The teacher will notify parents directly by email or text message.

Transportation

Parents are responsible for the transportation of their children to and from school. If your child will be going home with someone other than their regular method of transportation, please notify the school.

Parents/guardians who drive students other than their own to and from school are required to maintain insurance coverage of \$100,000 - \$300,000 personal liability as well as \$50,000 property damage. Drivers and students are required to follow Alaska State law in regards to car seats, booster seats, and wearing seat belts. The student insurance will be void if the above is not in place.

It is expected that drivers understand that they are operating a vehicle in a public area with children present. It is therefore the driver's responsibility to park in designated areas and drive with caution, refraining from all driving practices which may be deemed unsafe or drawing attention to themselves.

Visitors

Visitors are welcome on campus but are asked to obtain permission in advance to visit classes. Visitors should be quiet and unobtrusive so as not to interrupt the school program or instructional times.

Telephone Use

Teachers and students should not be called during school hours except in cases of emergency. Email is the preferred method of communication during the school day should the teacher and/or a student need to be reached. Text messaging may be used if the matter is time sensitive or if the school phone is not answered.

School phones are for school business only. Students must ask permission from teachers or school staff to use the school phone.

Cell phones must be kept on silent in the student's backpack. They are only for emergency use or

as directed by the teacher.

Meals

A wholesome, well-balanced breakfast and lunch are necessary in the educational process. We encourage parents to uphold the standards of a good diet and health. Sodas, sugary drinks, and beverages containing caffeine are to be excluded from meals at school and during school trips. If your child has food allergies, please make it known by filling out the child's registration paperwork. The school board will address whether or not the classroom has the ability to accommodate for the allergy.

Parental Involvement

SAS encourages parents to be involved with their children's education. Contact the teacher to see how you can contribute to the learning environment. All volunteers are required to complete specific online training modules and a background check through Sterling Volunteers for your child's safety.

Homework

In a multi-grade classroom most students, if working efficiently, have time to complete most assignments in school during the day. Homework may include, but is not limited to the following:

- unfinished class work
- study for spelling test
- teacher assignments
- make-up for absences
- special projects

We recommend students spend at least 30 minutes of independent reading at home each day as part of their homework assignment.

School-sponsored Field Trip

Many educational benefits are derived from the regular field trips taken throughout the school year. Your child is well supervised and care is taken for their safety. Application for enrollment includes parent/guardian approval of these class-sponsored activities. The school will send permission slips home to be signed by parents before each field trip. All who drive students on field trips must maintain active vehicle insurance coverage of \$100,000-\$300,000 personal liability as well as \$50,000 property damage.

Homeschool Program

Sitka Adventist School honors and values homeschool education and wishes to provide opportunities to enrich homeschool education. SAS may offer participation in school activities such as:

- Field Trips

- Week of Prayer
- School Portraits
- School Picnic
- School Performances
- PE or gym activities
- Other Special Events

Homeschool students and their parent(s) wishing to participate in SAS activities must adhere to the following:

- SAS guidelines and student conduct requirements as outlined in this handbook
- Pay all their own fees
- Student should be accompanied by a parent for all off-campus activities
- Understand that they are not covered by the school insurance policy

Grade and Progress Reporting

Grade report cards are issued quarterly. However, since no written report can reflect all the aspects of academic growth, teachers and parents need to communicate on a continuous basis and share additional information and concerns. Parent-Teacher Conferences are held following the first and third quarters and progress reports are issued at this time. Additional conferences may be scheduled at other times outside of school hours by the parent/guardian or the teacher.

Testing

A national standardized achievement test, MAP Growth Testing, is administered yearly to grades 1-8. This test is designed to measure individual proficiency in reading, vocabulary, spelling, grammar, punctuation, and mathematics. Results are used to provide information for effective educational guidance and become a part of each student's cumulative record. In addition, reading level competency tests may also be given. Information gathered from testing scores is available to parents during conferences with the teacher.

Cumulative Records

Information contained in the student's cumulative record is confidential, and is not released without written permission of the parent or guardian. Alaska State Law regarding protection of and access to the records is observed. Parents/guardians of students transferring in from other schools must sign a request for release of records to Sitka Adventist School at the time of registration. When a student transfers to another school, his records shall not be released to that school without a written request signed by the parent or legal guardian.

School Constituency

The constituency of Sitka Adventist School consists of the members of the Sitka Seventh-day Adventist Church. The school constituency is to meet annually and special meetings may be called as needed.

Asbestos-Free Facility Notice

The Federal law requires a public announcement to be given to school patrons regarding any asbestos material in the school. Sitka Adventist School has been checked by a certified asbestos inspector. This report is held on record at the school file. We are proud to report that our school is 100% asbestos free.

STATEMENT OF FAITH

Seventh-day Adventists believe:

- That both the Old and New Testaments are the inspired word of God.
- In the incarnation and virgin birth of our Lord and Savior Jesus Christ.
- That mankind was created in the image of God, but became separated from God by sin.
- That mankind is redeemed by God's grace through faith in Jesus Christ.
- That the gift of eternal life is available to all mankind, and those who accept Christ by faith are made new by the Holy Spirit and thereby reflect God's character. - In the bodily resurrection of Christ, His imminent and literal return, and the resurrection of His people.
- Death is an unconscious state for all people until Christ returns, when the resurrected righteous and the living righteous will be caught up to meet their Lord.
- That the law of God, the Ten Commandments, is binding upon mankind, and it can be kept in its fullness only through faith as the power of God works in our lives.
- The Creator, after six days of creation rested on the seventh day and established the Sabbath for all people as a memorial of creation. This is why Seventh-day Adventists honor the Sabbath from sunset Friday to sunset Saturday as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, Lord of the Sabbath.